

Report for Week Ending 2 May 1956
from
FORMS MANAGEMENT BRANCH

Numbered Projects 25X1A9a
4-85 - Information Reports Study [REDACTED]

1. Printed copies of Forms 1k, 1k-1 and 1k-2, Teletyped Information Report, Continuation, and Transmittal respectively were received last week. Sample copies are attached. These combination H/M - Record Copy Sets are the first to incorporate the new black, silicone overcoated, hectograph carbon master units. DD/P plans to install the new fast system of disseminating "Hot Information Reports" by teletype and an expedited hard copy delivery, sometime around the middle of May. The new system will materially expedite the flow of information. It will also result in completely eliminating "follow-up CS Reports" to teletyped reports. This may save as much as 10% of the effort now being devoted in Headquarters to the production of Information Reports.

2. Proofs of Forms 1a, 1a-1, 1b, 1c and 1d, all Information Report Forms with specialized applications have been received from the printer and are undergoing intensive review.

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General Information

1. IAC- AHIP - WGIR [REDACTED]

a. I attended the regular bi-weekly AHIP meeting, held this week at the Pentagon to permit viewing some of the Air Forces' recently installed Minicard Equipment. Delivery and installation of the complete system is somewhat less than 50% complete.

b. 19 May 1956 will mark the first anniversary of AHIP.

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c. AHIP's chairman reported that [REDACTED] OCR recently attended and participated in a demonstration of a new documentation indexing and finding system developed by Documentation, Inc. The system, which appears to be primarily applicable in smaller reference areas is known as EDIAC. Our Management Office (presumably Mr. [REDACTED]) will arrange a further demonstration for interested persons. 25X1A9a

25X1A6b

2. Forms Authorized for Field Use [REDACTED] - Action on requisition from [REDACTED] For 233 forms is almost completed with work to be accomplished on only 7 forms. The following information covers the current status on the requisition from the Chief, Supply Division for 608 forms: 25X1A9a

a. Agency Forms:

Covered By Directives	184	
Acted Upon	193*	
To be acted upon	90	467
* Includes 27 duplicate and 14 obsolete forms		

b. Standard Forms:

Covered by Directives	6	
Acted Upon	106*	
To be acted upon	2	114

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General Information 2b continued

* Includes 93 covered by S.O.
memorandum - more information
required, also includes 13 obsolete
forms.

c. Other Forms:

To be Acted Upon	27	<u>27</u>
GRAND TOTAL		608

Pending Actions Summary

<u>Type</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	5	5	3	-	13
Revision	4	6	12	2	24
Reprint	<u>1</u>	<u>1</u>	<u>1</u>	<u>7</u>	<u>10</u>
Total	10	12	16	9	47

Completed Actions Summary

<u>Type</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NUMBER</u>	<u>OF COPIES</u>
New	-	-	-	1	1	255,000	
Revision	1	-	-	4	5	239,000	
Reprint	<u>5</u>	<u>4</u>	<u>1</u>	<u>17</u>	<u>27</u>	<u>1,113,960</u>	
Total	6	4	1	22	33	1,607,960	

Redesignated - 3
Obsolete - 1

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